

Award in Payroll Fundamentals: Intake October 2020

Assessment Task: 2 Written assignments based on chosen questions	
Qualification: <i>Award in Payroll Fundamentals</i>	Tuition Centre: 21 Academy Licence Number: 2018-017
Level: Award MQF Level 5	Student Name:
Date:	ID Number: <same no. submitted in student profile>
Assignments Deadline: 15 th January 2021	
<p>Task The purpose of this unit is to develop an understanding of 2 particular topics you will write about which form part of the Payroll fundamentals.</p> <p>Note This assessment provides students with an opportunity to put into practice the relevant provisions of the law, regulations and practices in relation to the topic they choose to write about forming part of the Payroll fundamentals.</p> <p>Note <i>You should plan to spend approximately 30 hours researching each assignment question, preparing for and writing the assignment for assessment. You are expected to select the most appropriate citation method which you feel most comfortable using <http://www.citethisforme.com/></i></p>	
<p>Choose ONE question from the following TWO questions and answer in a nominal word count of 1,700 words:</p> <p>Question 1: Outline the various entitlements employees may benefit from emanating from Maltese employment law. For the purposes of this task you may choose to focus on a particular sector (WRO) and include the entitlements for this sector.</p> <p>Question 2: List the data subject rights under GDPR, explain each one of them and for at least 5 of the rights give an example related to Payroll processing. For the purpose of this exercise, assume that payroll services are being delivered by an external third party.</p> <p>Choose ONE questions from the following TWO questions:</p> <p>Question 3: John & Christina are expecting twins. Christina has been with her employer for 2 years and while John has been with his employer for 5 years.</p> <p>They would like to take the maximum allotted time available to be with their children. They need your help to understand what they are entitled to and any limitations set by the law.</p> <ol style="list-style-type: none"> a. You need to identify what types of leave Christina is entitled to and the qualifying conditions of such leave. b. If John & Christina had adopted Children instead, what are their total entitlement? <p>Christina gives birth on the 9th of April 2020. Following is her information with regards to her payroll.</p> <ul style="list-style-type: none"> • She started her Maternity leave 2 weeks before giving birth • Her Basic wage is of €2,000 per month • She also has a car cash allowance of €195 per month 	

- She had 20 hours of accumulated leave from 2019
- She used 24 hours of vacation leave in 2020 (8 hours in January, 8 hours in February, and 8 hours in March)
- She used her maternity leave and decided to use all her leave accumulated to increase her days with the children.

Create her payslips from 1st March till the month she physically returns back to work.

Finally give a summary of around 500 words on how you went about the exercise and what you felt was most challenging.

Question 4:

Using Excel create the following payroll from January to June.

- I. Gorg Said - Sales - Basic wage €16,000 + Commission - 40hrs/wk - Married tax rate
- II. Leli Borg - Marketing - Basic Wage €24,000 - 48 hrs/wk - Single tax rate. He terminated his employment on the last working day of February 2020. He gave his notice as per law. No Leave had been used in 2020
- III. Mario Busuttill - Sales - Basic wage €16,500 + Commission - 40hrs/wk - Parent tax rate
- IV. Filomena Vella - HR - Basic wage €20,000 she is on FT but is currently working on 35hour week - Parent tax rate
- V. Silvana Cardona - Accounts - €35,000 including Government bonuses - 48 hours per week - single tax rate. She also has €195 per month car cash allowance and €20 mobile allowance.
- VI. Joseph Abela - Manager - €55,000 including government bonuses - 48 hours per week - Single tax rate. He also has €195 per month in car cash allowance, €50 mobile allowance, €50 gym membership. The company also pays his monthly rent of €600 per month. He started working with the company on the 12th March 2020. His previous employment ended on the 6th March 2020 and he earned €10,000 during his period there. His tax was correctly calculated and had no benefits
- VII. Salvu Fenech - Cleaner – part-time casual worker at €8.50 per hour. He has a separate full-time job.

Feel free to be creative with the numbers that are missing such as commission. They have no leave brought forward from 2019.

Following the calculation of payroll also present the FS5 and payroll report for each month.

Finally give a summary of around 500 words on how you went about the exercise and what you felt was most challenging.

Pass Mark - 50%

By submitting I confirm that this assessment is my own work

Mark:

Signature: <main assessor>

Date

Signature: <quality assurance>